

TO: Board of Estimates

FROM: Julie Trimbell, Human Resources

DATE: September 30, 2016

SUBJECT: Madison Public Library – Accountant 2

Library Director Greg Mickells is requesting the recreation of a 1.0 FTE Accounting Technician 3 position, #419, (CG32-11) currently occupied by Ms. Deb Lehnerr, to a 1.0 FTE Accountant 2 position (CG18-08) to serve the financial/accounting needs of the Madison Public Library. Upon reviewing the submitted position description, and meeting with Library Business Operations Manager Susan Lee and Administrative Analyst 4 Betsy York, I recommend the Accounting Technician 3 position be recreated as an Accountant 2 (CG18-08) due to the type and level of responsibilities required of this position. The incumbent intends to retire at the beginning of 2017, so recreating the position as an Accountant 2 at this time will allow for a recruitment to begin and time to double fill the position before the incumbent leaves. The incumbent will underfill the new position until her retirement.

The Madison Public Library has a \$7 million capital budget and an operating budget over \$16 million for 2016. This is one of the City's largest operating budgets and includes the complexity of nine separate locations with varied work hours/days and staffing levels. In addition, the Library is fortunate to have 17 major grants from public and private entities with numerous sub grants within them totaling \$666,895 to date this fiscal year. As the Library does not have a higher level financial position with expertise in the accounting field, the Library's budget warrants a position to perform professional level accounting work, including the following:

- Overseeing all financial transactions for the Library;
- Preparing journal entries, financial statements, and reports;
- Reconciling all Library financial accounts;
- Researching and analyzing current and historical data, and providing forecasting and projections as part of the annual budget preparation and submission process;
- Presenting budget information to the Library Board in written format and through oral presentations;
- Serving as the primary liaison to the Finance Department and financial expert for the Library;
- Leading the Accounting Technician I.

The responsibility of this level of work is consistent with the class series of Accountant and was confirmed by Administrative Analyst 4 Betsy York. Other departments with large budgets and similar complexity, such as Police, Parks, Engineering and Water have professional level accountant positions to perform this work.

The recreation of this position into the Accountant series will allow the Library to hire into this professional level position when the need arises in the future. The recommendation to recreate as an Accountant 2 will allow for career progression from an Accountant I.

As the Accountant 2 classification already exists in the City’s classification scheme, recreation of an Accounting Technician 3 position within the Library operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. Therefore, I am recommending recreation of a 1.0 FTE Accounting Technician 3 position, #419, to a 1.0 FTE Accountant 2 position within the Library budget. The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
32/11	\$51,807	\$58,500	\$65,520
18/08	\$58,762	\$69,731	\$78,099

cc: Greg Mickells – Library Director
 Susan Lee – Library Business Operations Manager
 Greg Leifer – Employee and Labor Relations Manager